



SAINT PAUL
PUBLIC LIBRARY

Monthly Central (CERT) Certification Workshops

Hosted by The Central (CERT) Certification Program, these workshops are aimed at assisting the owners of established small businesses in applying for CERT Certifications through a hassle-free, expedited process, with one-on-one assistance. These workshops are held every fourth Wednesday of each month. They will include a brief introduction to the CERT Program, certification benefits, and the online bidding process for the CERT Collaborative Partners.

Also present at each workshop will be:
City of St. Paul Procurement Department
Ramsey County Procurement Department
The SBA's SCORE program and LegalCORPS

**To register, Please Call Rondo Library at 651-266-7403
with a desired session below or e-mail cert@ci.stpaul.mn.us.
More information will be provided.**

Sessions:

1:30-3:00 PM *or* 3:00-4:15 PM

2016 Workshop Dates 4th Wednesday of Each Month:

January 27, February 24, March 23, April 27, May 25, June 22,
July 27, August 24, September 28, October 26, Dec. 28.

Changes: Wed., November 30 (5th Wednesday of Month)

Rondo Community Outreach Library

**461 North Dale St.
Saint Paul, MN 55103
651.266.7403**

CERT Application Required Documents List:

NOTE: Please verify with the Secretary of State of Minnesota the type of company you are.

<div>Individual / Sole Proprietorship</div> <div>Certificate of Assumed Name</div> <div>Resume You can use the attached form or submit your own.</div> <div>Statement of Ownership On company letterhead, please describe the day to day roles and responsibilities of the owner(s) and/or officer(s) within the company.</div> <div>Proof of Revenues (provide ONLY one of the following) <ol style="list-style-type: none"> Three Years of Company's Most Recent Tax Return, or Three Years of Company's Internal Financial Documents (showing annual gross revenues), or For companies in operation for less than a year, please provide Signed/Dated Contract, Invoice, or Copy of Payment Check for work recently done. </div> <div>If Applicable: <ol style="list-style-type: none"> Business / Professional License. <i>Only submit, if the industry you are in requires you to have one, i.e. Electricians.</i> Vehicle / Equipment List. <i>Any equipment or property owned by company valued over \$1,000.</i> Certificate by other Government Agencies. <i>For example: DBE, TGB/ED, WBENC, NMSDC</i> </div>	<div>Limited Liability Company (LLC)</div> <div>Articles of Organization Company By-Laws / Statutes Corporate Minutes / Written Action Stock Certificates Article Amendments (if applicable) Certificate of Assumed Name (if applicable)</div> <div>Resume You can use the attached form or submit your own.</div> <div>Statement of Ownership On company letterhead, please describe the day to day roles and responsibilities of the owner(s) and/or officer(s) within the company.</div> <div>Proof of Revenues (provide ONLY one of the following) <ol style="list-style-type: none"> Three Years of Company's Most Recent Tax Return, or Three Years of Company's Internal Financial Documents (showing annual gross revenues), or For companies in operation for less than a year, please provide Signed/Dated Contract, Invoice, or Copy of Payment Check for work recently done. </div> <div>If Applicable: <ol style="list-style-type: none"> Business / Professional License. <i>Only submit, if the industry you are in requires you to have one, i.e. Electricians.</i> Vehicle / Equipment List. <i>Any equipment or property owned by company valued over \$1,000.</i> Certificate by other Government Agencies. <i>For example: DBE, TGB/ED, WBENC, NMSDC</i> </div>
<div>Partnership</div> <div>Certificate of Assumed Name Partnership Agreement</div> <div>Resume You can use the attached form or submit your own.</div> <div>Statement of Ownership On company letterhead, please describe the day to day roles and responsibilities of the owner(s) and/or officer(s) within the company.</div> <div>Proof of Revenues (provide ONLY one of the following) <ol style="list-style-type: none"> Three Years of Most Recent Tax Return, or Three Years of Company's Internal Financial Documents (showing annual gross revenues), or For companies in operation for less than a year, please provide Signed/Dated Contract, Invoice, or Copy of Payment Check for work recently done. </div> <div>If Applicable: <ol style="list-style-type: none"> Business / Professional License. <i>Only submit, if the industry you are in requires you to have one, i.e. Electricians.</i> Vehicle / Equipment List. <i>Any equipment or property owned by company valued over \$1,000.</i> Certificate by other Government Agencies. <i>For example: DBE, TGB/ED, WBENC, NMSDC</i> </div>	<div>Corporation (S and C Corporations)</div> <div>Articles of Incorporation Company By-Laws / Statutes Corporate Minutes / Written Action Stock Certificates Article Amendments (if applicable) Certificate of Assumed Name (if applicable)</div> <div>Resume You can use the attached form or submit your own.</div> <div>Statement of Ownership On company letterhead, please describe the day to day roles and responsibilities of the owner(s) and/or officer(s) within the company.</div> <div>Proof of Revenues (provide ONLY one of the following) <ol style="list-style-type: none"> Three Years of Most Recent Tax Return, or Three Years of Company's Internal Financial Documents (showing annual gross revenues), or For companies in operation for less than a year, please provide Signed/Dated Contract, Invoice, or Copy of Payment Check for work recently done. </div> <div>If Applicable: <ol style="list-style-type: none"> Business / Professional License. <i>Only submit, if the industry you are in requires you to have one, i.e. Electricians.</i> Vehicle / Equipment List. <i>Any equipment or property owned by company valued over \$1,000.</i> Certificate by other Government Agencies. <i>For example: DBE, TGB/ED, WBENC, NMSDC</i> </div>